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ABSTRACT

A guide which any library may use to achieve its own statement of personnel policy presents policy models which suggest rules and regulations to be used to supervise the staffs of public and academic libraries. These policies cover: (1) appointments; (2) classification of positions; (3) faculty and staff development; (4) performance evaluations; (5) promotions, transfer, demotions, tenure; (6) separation from service; (7) employee relations; (8) working conditions; and (9) welfare and economic conditions. Personnel guidelines for working conditions and welfare and economic benefits are outlined for school media centers, special libraries, and government libraries. Sample grievance procedures are appended, along with a policy statement from the American Library Association on security of employment in libraries. (Author/DS)

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Model Personnel Policy For Ohio

Academic Libraries and Public Libraries

Personnel Guidelines For
Governmental Libraries
School Library Media Centers
Special Libraries

PREPARED BY THE PERSONNEL FUNCTIONS, EDUCATION AND STAFF DEVELOPMENT DIVISION TASK FORCE ON A MODEL PERSONNEL POLICY, 1975.

OHIO LIBRARY ASSOCIATION
40 South Third Street, Suite 409
Columbus, Ohio 43215

IR 000 5-75

PREFACE

The Task Force has sought to prepare a basic document upon which a library may elaborate to achieve its own statement of personnel policy. We hope that libraries not having a written personnel policy will be inspired to produce such a statement and that libraries already having written policies may be stimulated to re-read and up-date theirs. Once written, a personnel policy must be normally adopted by the Board of Trustees with the adoption date a part of the policy. It must be regularly revised in accordance with established procedures.

Federal statutes and the laws of Ohio must be followed where applicable.

A copy of the personnel policy must be given to each library employee.

The Task Force felt that no one model personnel policy could be applicable to all types of libraries. Therefore the study is divided into five sections, two of which are models and three of which are guidelines. *It is not intended that any library should adopt the models or guidelines as they are written.* Portions of the academic library policy may be interchangeable with policies of other types of libraries and vice versa. The Task Force reviewed samples of many good, working personnel policies from Ohio libraries. It is recommended that libraries be contacted for copies of their personnel policies to be used along with these models and guidelines in preparation of any statement. It is also recommended that staff representatives be included in any formulation or revision of a personnel policy.

The Task Force has drawn heavily on policies submitted and on the second editions of the following:

Personnel Organization and Procedure. A Manual Suggested for Use in College and University Libraries. (Chicago: American Library Association, 1968)

Personnel Organization and Procedure. A Manual Suggested for Use in Public Libraries. (Chicago: American Library Association, 1968)

MARION DAWSON, Cleveland Public Library

DORIS ROBINSON, Cuyahoga County Public Library

Chairpersons

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NATIONAL INSTITUTE OF EDUCATION
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MODEL PERSONNEL POLICY AND GUIDELINES FOR OHIO LIBRARIES

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INTRODUCTION

The Task Force on a Model Personnel Policy (Division VI) has worked most assiduously to produce what has turned out to be two model personnel policies (for public and academic libraries) and three personnel guidelines (for school library media centers, special, and governmental libraries). For purposes of distribution they are being published together and separately. Many people worked on these documents; and Doris J. Robinson, Cuyahoga County Public Library, who chaired the Task Force, is to be commended for taking charge and keeping track.

The Board of Directors of the Ohio Library Association has approved these documents with the knowledge that they are not perfect. They are, however, workable. They will require review (as do all personnel policies). Comments and suggestions from those who make use of them will be considered for future editions of the policies.

ROBERT H. DONAHUGH, *President*
Ohio Library Association
January, 1975

DEFINITIONS:

Personnel Policy — Rules and regulations passed by the Board, to be used to administer the library staff; copies must be given to each employee.

Staff Manual — Includes the personnel policy and defines operational procedures and other matters concerning day to day conduct.

Board Policies — All policies by the Board of Trustees including personnel policies.

INTRODUCTION TO MODEL PERSONNEL POLICY FOR ACADEMIC LIBRARIES

This document is intended to serve as a guide and will not fit the exact situation in every private or state supported academic library. Certain phrases (such as advisory council, unit heads, board of trustees) are meant to be interchangeable with titles in use at a particular institution.

The (name of institution) library exists as an integral part of the teaching and research program of the academic community. This policy statement shall stand as a guide for library personnel and shall complement the general personnel policy for the institution and the regulations contained in the faculty handbook and the non-academic employees handbook.

Faculty rank is customarily granted to all librarians in recognition of the contribution made through their professional services to the educational mission of the college (university).

LUCY CASWALL, Columbus, *Chairperson*
RITA HIRSHMAN, Columbus
JACK SCOTT, Kent

MODEL PERSONNEL POLICY FOR ACADEMIC LIBRARIES

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MODEL PERSONNEL POLICY FOR ACADEMIC LIBRARIES

I. APPOINTMENTS

A. Recruitment

A policy of affirmative action is practiced; there should be no discrimination or favoritism because of race, sex, political beliefs or marital status. Physically handicapped persons are given equal consideration for employment if able to perform the duties of the position.

Recruitment by the library is generally for an entrance position. However, applicants may be sought, internally and externally, for vacancies at all levels of responsibility. In all cases, the library works within the policies and procedures of the institution.

Recruitment is accomplished through the usual channels as appropriate: correspondence with and visits to library schools; advertising in newspapers and professional journals; contact with schools which offer library technician programs, employment agencies and business schools. A job description, indicating qualifications and salary range, is always provided. Local residents are considered with all other applicants, and credentials are judged equally with no special preference given because of location.

In recruiting library faculty, efforts are made to secure representation from a variety of accredited library schools in order to provide varied points of view within the library.

A library staff member in charge of personnel recruits and selects student assistants. Advertisements in the student newspapers, library staff contacts, and contacts with the institution's employment office are useful methods of recruiting eligible student assistants.

The library seeks to identify and encourage the development of interest by students and supportive staff in library work as a career. Assistance is given in securing scholarships and financial aid.

B. Selection

Selection of faculty and supportive staff is based solely upon qualifications of the applicant in relation to the requirements of the particular position. Personality, intellectual ability and general aptitude, as well as educational and technical ability, are included in the consideration. Promotion from within is general library policy, but applications from outside the library are also considered, in order to fill the vacancy with the best qualified person available.

All applicants are expected to submit a completed application and to supply the names and addresses of references who are familiar with their ability and character. These records are carefully investigated by the personnel administrator in order to insure that the qualifications of the candidate are appropriate for the position. Personal interviews are arranged at a convenient place, and when a candidate is asked to come to ..... for an interview, the library normally pays the expenses. An advisory committee of faculty and supportive staff participates in the selection process for the positions of unit heads, assistant directors and director of the library.

C. Placement

Appointments of faculty members are made by the board of trustees acting upon the recommendations of the director of the library. Notice of an offer of appointment is made in writing and specifically describes the title and duties of the position, terms of salary, probation and tenure, hours of service, sick leave and vacation allowance, and insurance and retirement benefits.[1]

Acceptance of the appointment is to be made in writing to the person from whom the offer is received and is considered a binding contract with acceptance of the terms specified in the offer.

Supportive staff members may be appointed without a formal letter of offer.

Temporary appointments, or special contracts, may be given to persons who would qualify for permanent appointment also. When positions are temporary, this is clearly stated at the time of the offer of appointment.

D. Probationary Period

A period of probation for faculty members is established according to regulations described in the faculty handbook. At the time of permanent appointment, the library faculty member's quality of work, contribution to scholarship in the form of research and publication, community service and personal characteristics are carefully considered. The decision concerning a permanent appointment is made by the board of trustees, but is based upon the recommendation of the director of the library. The director's recommendation is based upon the evaluation of a peer group, but the director reserves the right to overrule this recommendation. The peer group considers the record of service as evidenced by the supervisor's evaluations and reports of professional activity and qualifications. A faculty member whose contract will not be continued will be notified in accordance with the institution's regulations.

Unless otherwise specified by state law or institutional regulations, the probationary period for supportive staff is one year. During this period, the supervisor holds quarterly conferences to discuss strengths and weaknesses with the probationer, and to make recommendations for further improvement. If an employee does not perform satisfactorily at the first assignment, opportunity may be given to transfer to another position.

A supportive staff member who is allowed to complete the probationary period, but will not be continued on permanent appointment, is given two weeks notice prior to the termination of the probationary period. A supportive staff member is given permanent appointment under the rules described in the non-academic employees handbook.

The library is not obligated to retain any employee, faculty or supportive staff, for the entire period of probation. If work performance is not satisfactory and it is judged that little improvement is likely to result from further training, the person's employment may be terminated. In no case is notice of termination given without previous and repeated warning including at least one written notice.

A faculty or supportive staff member who resigns in good standing is eligible for reappointment in the future, and may be considered with all other applicants when an appropriate vacancy is avialable.

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[1] Nine/ten month contracts are the usual appointment for library faculty with optional summer contracts. Library faculty administrative positions have eleven/twelve month contracts.

II. CLASSIFICATION OF POSITIONS

A. Faculty

Library faculty shall be appointed and retained in the same manner as other faculty members of ..... The faculty handbook details the procedures to be followed.

B. Supportive Staff

Library supportive staff shall be appointed and retained in the manner prescribed in the non-academic employees handbook.

C. Students

Student library assistants shall be hired each term and paid an hourly rate. Wage rates shall be based on the level of the tasks performed, be competitive with rates paid in other areas of the institution, and in compliance with minimum wage legislation. Increases shall be based on length of service and performance.

III. FACULTY AND STAFF DEVELOPMENT

A. In-Service Training

This is an essential part of the library's program for new employees and consists of orientation and training of new personnel, and training for supervision. Faculty and supportive staff members are given a few days of orientation at the beginning of their employment. A tour of the various units, handbooks, talks on objectives and history of the institution and conferences with the supervisor all provide a background for the trainee. All new appointees are expected to familiarize themselves with the various manuals of operation and procedures

Each supervisor will direct the training of new employees in a thorough understanding of the duties and responsibilities of their positions. The supervisor also provides opportunities for employees to assume new responsibilities and to use special abilities and knowledge. Training emphasizes increased effectiveness, and the supervisor will make available opportunities for advancement for those faculty and supportive staff members who have appropriate abilities and qualifications.

B. Encouragement of Further Education

Faculty and supportive staff members are encouraged to take advantage of opportunities for special and relevant study as long as such study does not interfere with the work performance of the individual or reduce the efficiency of the unit.

Assigned research duty of up to three months may be granted to library faculty members for research and/or further study in a relevant subject area. Sabbatical leaves may be granted to faculty members upon completion of six years continuous service.[2] Twelve months leave with half pay, or six months leave with full pay, may be granted for study or research in library science or in a subject field.

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[2] At this time sabbatical leaves for faculty of state institutions are not permitted by Ohio law.

Leaves without pay, up to one year in length, may be granted for study or for other reasons to faculty and supportive staff. Application for sabbatical or other leave is made to the director of the library through the unit head. Faculty members who are granted such leaves are expected to remain with the library for at least one year after the conclusion of the leave.

Information regarding scholarships, fellowships and special grants in library science or a subject field is made available to the faculty, and qualified persons are encouraged to take advantage of such opportunities.

When mutually satisfactory arrangements can be made, exchanges between outstanding faculty members and recommended librarians in other institutions, either in this country or abroad, are desirable.

C. Professional Reading and Professional Affiliations and Activities

Faculty members are expected to keep abreast of library literature and publications in other relevant fields.

Membership and committee work in professional, educational and academic organizations are of benefit to the faculty member and the library and are to be encouraged. With the approval of the director of the library, a reasonable amount of time and secretarial assistance is allowed for work on such committees.

Arrangement for attendance at lectures, professional meetings and conference is made with consideration given to the needs of the faculty member's area of responsibility. Active participation in such meetings is encouraged, and time with pay, including travel time, is allowed for faculty members to attend such meetings. The library subsidizes the expenses of officially designated representatives and those faculty who are on programs and/or are members of official committees. Whenever possible funds will be made available to others. Supportive staff members may be allowed to attend meetings of interest and time off with pay is allowed.

Faculty members are expected to engage in experimental activities and research and to publish material which contributes to professional knowledge.

IV. PERFORMANCE EVALUATIONS

Supervisors report on the work of their employees on a regular basis. Evaluations relating to teaching, research, publication and service are required annually for untenured faculty members. These are submitted to the director of the library and provide a partial basis for promotion, salary adjustment, transfer and dismissal.

Tenured faculty are reviewed every four years following the procedures outlined above for untenured faculty. This evaluation forms a part of the documentation for promotion, salary adjustment, transfer and dismissal.

The evaluation report for both tenured and untenured faculty is discussed in conference between the supervisor and faculty members and serves as a formal record of the appraisal. The faculty member is to sign the report and may make comments on it.

Supportive staff members are evaluated yearly and are also given the opportunity for conferences with the supervisor. In each case the report is to be signed by the supervisor and staff member who may make comments if desired.

During the probationary period, conferences are held regularly. Likewise, during the probationary period following promotion, conferences and reports are required. In case a supervisor finds a staff member is not performing assigned duties in a satisfactory manner, discussions are held with the employee, who may be given further opportunity to improve or be transferred to another assignment, if this can be arranged.

V. PROMOTIONS, TRANSFERS, DEMOTIONS, TENURE

A. Administrative Promotions

When there are vacancies, the library evaluates candidates for promotion or transfer who are already on the faculty or supportive staff and who have the qualifications for the position. The library is also free to seek candidates from sources outside the library in order to fill each position with the best qualified person.

Announcement of a vacancy is always made to faculty and supportive staff. Any member of the faculty or supportive staff considered qualified may apply for the vacant position either orally or in writing to the personnel administrator.

Promotions are based upon evidence of satisfactory performance as indicated on the regular evaluation forms, service performance, promise of future development, and educational, technical and personal qualifications. Seniority is a factor in consideration only when two or more candidates have equal qualifications.

Promotions are provisional for supportive staff members for six months.[3] During this time periodic reports are made by the immediate supervisor or any other person whose opinion would be valuable. If an appointee fails to meet the requirements of the position during the provisional time as evidenced by the periodic evaluations, the person is returned to the former level of responsibility and salary without prejudice.

It is sometimes possible, when the opportunity arises, to place a faculty or supportive staff member who shows evidence of ability for advancement, in an acting position at a higher level of responsibility in order to test this ability. An appropriate salary is included in any temporary transfer to such a position.

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[3] Unless contrary to state law.

B. Transfers

A transfer, which is the shift of an employee to another assignment at the same level of responsibility, is made to another unit when feasible or necessary to provide better placement or more effective personnel utilization, in-service training or additional or wider experience.

If for reasons of ill health, age or other responsibilities, an employee is unable to fulfill the requirements of a position, and if circumstances permit, that employee may be transferred to another position at the same level of responsibility involving less strain, or to part-time employment.

Transfers are discussed in advance with the faculty or staff member and the reasons for the transfer are fully explained. Consideration is given to the employee's wishes regarding the transfer.

C. Demotions

If a faculty or supportive staff member does not perform the duties of a position, the employee may be placed in a position at a lower level of responsibility. This lower level carries with it a lower level of compensation. Previous warnings, at least one time in writing, and opportunity to improve must have been given prior to such a move.

D. Academic Promotion

Library faculty will follow the academic promotion procedures of the institution as modified to apply to librarians.

E. Tenure

Appointment to a position in the library carries with it a guarantee of the principles of tenure and intellectual freedom as defined by the American Library Association in its statements "Security of Employment in Libraries" (See Appendix) and "Resolution on Loyalty Programs."

Following the satisfactory completion of the probationary period, faculty or supportive staff members, unless appointed on a temporary basis, are assured of continuous employment as long as duties are performed competently and in accordance with the general policies as outlined by the board of trustees of _____. Specific procedures for granting faculty members tenure may be found in the faculty handbook.

VI. SEPARATION FROM SERVICE

A. Retirement

Voluntary retirement may take place after twenty-five years of service or at age fifty-five. All faculty and supportive staff are automatically retired at age sixty-five. Notification of the retirement date is given the employee at least six months before the final date of employment. After this date the retirement allowance of annuity provided by _____ is in effect.

B. Resignations

Resignations are directed in writing to the director of the library. Normally resignations of faculty members will be effective at the end of the nine-month contract and, ideally, three months notice will be given. Two weeks notice is minimum for supportive staff members.

Whenever possible, exit interviews are held with all employees.

C. Dismissal

Dismissals are made by the board of trustees of ..... upon the recommendation of the director of the library. The advice and counsel of the legal representative of the institution may be obtained.

D. Incompetence or Unfitness

Arbitrary discharge shall not threaten the security of library employees on permanent appointment. Since the fitness of faculty and staff members is carefully examined during the probationary period, it is expected that cause for dismissal will not arise except under unusual circumstances. Procedures for dismissal of faculty members are described in the faculty handbook and for supportive staff members in the non-academic employees handbook.

E. Termination for Cause

An employee guilty of conduct which is criminal, infamous or dishonest in the eyes of the law is subject to dismissal. Procedures are detailed in the faculty handbook and the non-academic employees handbook.

F. Financial Exigency

In the event of clearly evident financial exigency of the institution, it may be necessary to terminate the services of library employees. If this should occur, appropriate evaluations and length of service will be taken into consideration. Notice will be given as far in advance as possible (in no case less than one year for a faculty member or three months for a supportive staff member, including accrued vacation due). If requested, the employee is given the opportunity for a hearing of which he is notified fourteen days in advance. Every assistance is given the employee in finding a suitable position elsewhere, and an explanatory statement is given for his use in seeking a position.

G. Discontinuance of an Activity

In an exceptional case, the best interests of the library may warrant the discontinuance or curtailment of an activity. Should either action become necessary, every effort will be made to transfer the staff member thus affected to another activity for which the person is qualified. If a transfer cannot be arranged, an early notice will be given (in no case less than one year for a faculty member or three months for a supportive staff member, including accrued vacation due); and, as in the case of financial exigency, every possible assistance in finding another position.

VII. EMPLOYEE RELATIONS

Each member of the library faculty and supportive staff has a significant role to play in achieving library objectives. Each supervisor has the responsibility to establish and maintain an environment which encourages and recognizes effective and creative individual contributions to the total effort.

A. Participation In Management

Each library employee should have an opportunity to contribute to the formulation of policies and procedures. In matters affecting several units, the director of the library seeks advice from appropriate individuals or committees. In each unit, employees and their supervisors work together to formulate policies and to improve procedures. Suggestions from individuals for changes in policy or procedures are welcomed and are made to the immediate supervisor, to the appropriate committee or through the staff organization.

B. Employee Meetings

It is essential that there be effective and systematic communication between the faculty, supportive staff and andministration and among individuals in matters involving the library's policies and programs. Toward this end meetings are held on schedule or upon special call. These include faculty meetings, unit meetings, and meetings with all those engaged in service to special groups. The purpose of such meetings is to explain matters of policy; to discuss professional problems, new trends, techniques and procedures; to consider matters involving the faculty and/or supportive staff and their interests; and to promote progress in the library profession. Opportunity is given to everyone to suggest questions for consideration. Programs may be planned by committees and all faculty and supportive staff are urged to take part in the discussion of common problems.

C. Staff Organizations

The library staff organization is an opportunity for self-expression and leadership and is a channel for the interchange of opinions. It is a means of making the ideas and interests of the supportive staff known to the faculty and administration and of fostering harmonious relations and effective cooperation. All employees are eligible for membership in the library staff organization.

The library administration also encourages and cooperates with other regularly organized responsible groups of library employees. Space in the library, when not needed for service to the public, is available for group meetings. Representatives of the staff organizations may submit to the director of the library personnel problems, resolutions, petitions or suggestions for the improvement of the service or betterment of the working conditions of employees in the knowledge that all will be fully considered. The director of the library will respond to the groups through the appropriate group office on all such matters.

D. Complaints and Grievances

When a problem first arises, the supervisor concerned will try to solve it. If no satisfactory solution is found, or if the staff member thinks that the problem has not been considered fairly, an appeal may be made to the next higher administrative authority or to the personnel administrator or, if the need arises, to the director of the library. Failing a mutually satisfactory solution, the employee may take the problem through formal grievance procedures to the chief institutional officer, who, through a representative, will arrange for a hearing. Information about the campus grievance procedure is available in the library personnel office. All library employees will receive a fair hearing for grievances.

VIII. WORKING CONDITIONS *

IX. WELFARE AND ECONOMIC CONDITIONS *

* See Ohio Library Association's "Recommendations for Minimum Basic Working Conditions and Fringe Benefits for Ohio Academic Library Employees."

RECOMMENDATIONS FOR MINIMUM BASIC WORKING CONDITIONS AND FRINGE BENEFITS FOR ACADEMIC LIBRARY EMPLOYEES

I. INTRODUCTION

Decisions on working conditions and fringe benefits for college and university personnel rest with the respective boards of trustees with recommendations from the administration of each institution. It is assumed that employees of academic libraries will generally receive the same benefits as those accorded to other employees of the same institution, that those benefits should not be less than the minimums recommended herein, and that all professional staff holding a fifth year library degree or other advanced degree shall be accorded faculty rank with its accompanying benefits as provided for other faculty of the institution.

II. WORKING CONDITIONS

A. Hours of Work

Professional (Faculty) staff members should devote as much time as is required to fulfill the responsibilities assigned. Normally they should be scheduled for the same contact work load as other faculty of the institution. Time devoted to teaching of library courses should be included in the scheduled work load, as well as a reasonable amount of time for research and for participation in professional activities.

Supportive staff members should work no more than 40 hours per week on a four or five-day schedule arranged by the head of the department or unit of service.

Staff members should work legal holidays (as designated by the institution) and overtime only when authorized by their supervisor. When such work is performed, it must be paid at 1½ the normal rate.

B. Vacation

Professional staff on a normal nine-month contract do not have specific vacation provisions. Those on an eleven-month contract should receive no less than 22 working days per year.

Supportive staff working on a regular schedule at least one-half time should be granted vacation time (with pay) no less than the following:

Length of Service	*Vacation Earned per year*
under 1 year	none
1 - 7 years	80 hours
8 - 14 years	120 hours
15 - 24 years	160 hours
25 year or more	200 hours

Vacations must normally be taken within the vacation year in which granted. Deviations from this must be approved by the head librarian and the appropriate academic personnel officer.

C. Sick Leave

Sick leave with pay should be allowed to all regularly scheduled employees working half-time or more. The allowance should be granted when employees are incapacitated by illness or injury, when they have been exposed to contagious disease, or when they must be absent for medical, dental, or optical examinations and treatment which can not be scheduled outside of working hours. Sick leave at the rate of 1.25 days per month (cumulative to no less than 120 days days should be allowed for full-time members of the staff and, on a pro-rated basis, to regularly scheduled part-time employees who work at least half-time.

Emergency leave with pay should be granted in case of serious illness, injury or death of a member of the immediate family or household of an employee. The amount should depend upon circumstances but normally would not exceed three working days.

Maternity leave with pay should be granted up to the amount of sick leave and/or other earned time accumulated, with any additional leave to be granted without pay within limitations prescribed by the governing board of the organization.

D. Sabbatical and Other Leaves of Absence

Professional staff should be granted sabbatical or special leaves, with or without pay, on the same basis as any other faculty member within the framework of institutional policy.

E. Other Time Off

By law staff must be permitted time off for selective military service and jury duty either with or without pay at the discretion of the Board (or Organization).

III. WELFARE AND ECONOMIC BENEFITS

A. Insurance

All library employees should have available to them the same group hospitalization and major medical insurance plans which apply to other faculty and staff of the institution.

B. Pensions

All library staff should be eligible for coverage in the pension plan authorized by the institution for all other faculty and staff.

C. Tuition Fees

Library staff members shall be eligible for the remission of tuition fees at the institution under the same provisions available to other faculty and staff.

D. Tenure

Professional library staff should be eligible for tenure as faculty members under the same regulations which govern the granting of tenure to any faculty at the institution.

Approved by the Ohio Library Association Board of Directors, June 7, 1974.

MODEL PERSONNEL POLICY FOR PUBLIC LIBRARIES

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INTRODUCTION TO MODEL PERSONNEL POLICY FOR PUBLIC LIBRARIES

The ..... Library is a body politic incorporate established under the laws of the State of Ohio. The governing body of the library is the board of trustees appointed under the laws of Ohio. The board has wide powers to establish, promote and maintain library service. The board's responsibilities include selection and appointment of the chief librarian; securing of funds adequate for a progressive, expanding program; control of library funds, property, and equipment; and promotion of library interests. The board approves the appointment of all salaried staff members, acts on the policies and budget recommended by the director and is responsible to the people for library activities and services.

The personnel policies as set forth in the following paragraphs have been adopted as official policies as of ..... and shall be reviewed annually.
(date)

Note: In libraries where there is no personnel officer or personnel office, duties required of such a position will be performed by the director or a person designated by the director.

Signatures .....

MODEL PERSONNEL POLICY FOR PUBLIC LIBRARIES

I. APPOINTMENTS

A. Recruitment

The library is an equal opportunity employer and practices a policy of affirmative action in hiring and promoting without regard to sex, age, race, creed or ethnic origin. Whenever possible, positions are filled by promotion within the staff. Vacancies within a library should be advertised to existing staff members for their information and consideration. If no qualified member of the present staff is available to fill the opening, the position is advertised in as wide-spread a manner as is necessary to secure qualified applicants. A written application must be filed with the personnel office or equivalent.

B. Selection

Selection of staff members is based on the requirements of the position, with due attention to educational and technical qualifications, as well as personality, intellectual ability and general aptitude for the position involved. Every effort is made to fill positions in the professional classification with suitable appointments from applicants who have received a degree in Library Science from a college or university of recognized standing. Once it has been established that a position requires the expertise and educational background of a librarian with a Master's degree, applicants of lesser training are not considered unless a radical change has taken place in the nature of the job. In an effort to maintain library service of the highest caliber, replacing professional staff with para-professionals for purely financial reasons is to be avoided at all times.

Appointment of members of the immediate families of the library board is prohibited. Appointment of members of the immediate families of administrative officers, even for hourly employment, is made only with the approval of the board of trustees.

For temporary positions, preference is given to persons with qualifications which would entitle them to consideration for permanent positions. A staff member who resigns is eligible for reappointment at a future time and may be considered when a suitable opening is available, providing qualifications are satisfactory. Former employees re-entering service of the library shall be treated as new employees.

C. Placement

Appointments of all salaried personnel are made by the library board on recommendation by the director. The personnel officer informs each new employee, in writing, of the exact time and nature of his appointment. A copy of the personnel policy and the job classification and pay plan are also given to the new employee at this time.

D. Probation and Tenure*

Each new professional staff member is considered to be on probation for the first year of employment; other employees for six months. If, for any reason, the administration wishes to terminate employment during the probation period, it may be done with the usual notice but without the right of appeal. A review of the employee's work performance is made midway through the probationary period as well as at the end of it. Reviews should be initialed by the employee, or the evaluator should sign a statement declaring all points in the review were discussed with the employee. This review will be discussed with the employee by the department, division, or branch head. Upon promotion or transfer an employee enters upon a new probationary period. In extraordinary circumstances a probationary period may be extended — not to exceed the period of the original term.

After completion of the probationary period, the employment (but not assignment) of a staff member, unless appointed on a temporary basis, carries with it the assurance of continuous and permanent employment as long as the employee performs assigned tasks competently and in accordance with the policies of the library. (See VI C)

II. CLASSIFICATION AND SALARIES

A. Job Classification

All positions have been analyzed, classified and placed on the salary schedule so that those requiring similar duties and responsibilities are grouped together. Each position or class of positions has a written job description.

Positions are reviewed periodically to take care of changes in duties and to remove inequities. No changes shall be made in the classification unless a radical change has taken place in the nature of the job. A request for review of any position may be made to the personnel office by the incumbent or supervisor. Vacant positions are reviewed by the supervisor and personnel officer before being posted for applications.

B. Salaries and Increments

The salary schedule has been established by the board of trustees. Each position has been assigned a grade in accordance with the salary schedule. Increments will be granted on a regular basis depending upon performance and tenure. Scheduled periodic reviews of the salary schedule take into consideration current library salary standards, cost of living and pay for comparable work elsewhere. Salary adjustments should reflect continuing education. In all cases the library's salary scale will abide by existing laws, such as that pertaining to minimum wage.

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* See Appendix for American Library Association statement of security of employment.

III. STAFF DEVELOPMENT

A. In-Service Training

Orientation and training are provided for all new staff members. A staff training program designed to encourage continuous development of employees, to promote quality performance and job satisfaction is part of library policy. In-service training is designed to reach all levels of staff.

B. Communications

Memos, staff bulletins, bulletin boards, etc. will be utilized to keep staff informed.

C. Staff Meetings

In order to promote cooperation and a sharing of information a program of regular staff meetings reaching all levels of staff is maintained.

D. Advanced Education

Further education is encouraged at all levels.

E. Professional Activities

It is policy to encourage membership by staff members in the Ohio Library Association, the American Library Association, and other professional organizations. Time with pay may be allowed staff members wishing to attend meetings and conferences sponsored by professional library or library-related organizations of which they are members.

Within the limitations of the budget, the director will request funds from the board for financial assistance at conferences. A reasonable amount of preparation time is allowed staff members participating in programs.

IV. PERFORMANCE EVALUATION

Performance evaluation forms with instructions for rating are sent out annually to supervisors for all staff members. This form is the basis of an appraisal interview between the employee and the immediate supervisor. If he desires, the employee may request the next immediate supervisor to be present also. The completed form is to be signed by both the employee and the supervisor and is available upon request to the staff member.

Each new member of the staff is rated at the mid-point and the end of his probationary period.

Performance evaluation interviews are used for the development of each individual staff member; for consideration of transfers, promotions, and granting of increases; and in replying to requests for recommendations.

Poor performance should be discussed with the staff member, and directions and deadlines for improvement should be a part of the written evaluation and interview.

V. PROMOTIONS, DEMOTIONS AND TRANSFERS

A. Promotions and Demotions

Promotions are based upon evidence of previous satisfactory performance. If an employee fails to fulfill the duties and responsibilities of a new position while on probation, the employee may be placed in a lower grade position. Employees may apply by letter for promotion as positions become vacant.

B. Transfers

Transfers are changes in assignment in which the salary remains the same, but the job duties may differ. Transfers may be initiated, in writing, by library administrators or by staff members. Transfers of personnel are made for the good of the service and the development of a staff member's potential. Whenever possible, the needs and desires of the employee are taken into consideration. Transfer should be made only after consultation with the supervisor and employee involved.

VI. TERMINATIONS

A. Retirements

Retirement from the library is compulsory at age 65 and will become effective at the end of the calendar month following the month of the employee's birthday. In some cases, because of the needs of the library, the Director with the approval of the Board may ask a staff member to continue in a position beyond age 65 but not for more than one year at a time. If an employee becomes unable to fulfill the job requirement, the employee may be asked to take early retirement.

The personnel office will discuss retirement with the staff member and the supervisor six months prior to the 65th birthday.

B. Resignations

An employee who intends to resign informs the immediate supervisor and then submits a written resignation to the director. Four weeks notice (before the last working day) is the minimum required for professional positions, and two weeks notice for other positions. Whenever possible a staff member in an important administrative position should give a longer notice.

C. Dismissals

Employees are dismissed or suspended by the board upon the recommendation of the director. An employee may be dismissed for incompetence and unfitness, insubordination, frequent unexplained absences from duty or conduct which is criminal, infamous or dishonest in the eyes of the law. A warning is always the first step toward dismissal. In all cases where the facts are in dispute, the director shall inform the accused employee in writing of the charges and offer an opportunity to be heard by the board. This hearing shall be held at least 10 working days after the written charges are sent to the employee. The employee may present a viewpoint and may ask the staff association or another interested party to speak.

D. Retrenchment

Financial exigencies, changes in library service, realignment of functions or adoption of new methods may require the elimination of positions. Reductions in staff will then be made in this order: (a) those who have passed the retirement age of 65 and have been asked to continue in employment, (b) those who have the poorest service and attendance records and (c) those with the shortest periods of service. In such cases, as much notice as possible should be given. Affected staff members should have the opportunity to ask for reassignment to positions for which they are qualified. If requested, the employee should be given an opportunity for a hearing by the Board of Trustees. If no appointment can be made, every assistance should be given the employee in finding a suitable position elsewhere. A written explanatory statement should be included.

E. Grievance Procedure*

Any employee with a grievance must first discuss it fully with the immediate supervisor. Should they not reach an accord on the matter, a second meeting will be called by the supervisor within two weeks from the time of the complaint; this meeting involves the director, the supervisor and the employee. Should no accord be reached, the employee must make a written statement of the problem. One copy will be presented to the director, and the other mailed to the board of trustees. A meeting with representatives of the board, the director and the employee will be held within two weeks and the problem will be resolved. Failure to comply with grievance procedures may result in dismissal. A record of these proceedings must be kept on file by the personnel officer or director.

The employee may ask the staff association or a union to act as representative.

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* See Appendix A for grievance procedure for a library with a staff association.

VII. EMPLOYEE RELATIONS

A. To the Community

All staff members are expected to give a high standard of service to all patrons regardless of social standing, sex, creed, race or age. Staff members are encouraged to take an active interest in the concerns of the community in which they work.

B. Toward Supervisors

Employees are expected to cooperate with their supervisors in attaining the common goals of the library for which they work. In resolving problems between employee and supervisor, the employee will follow the established chain of command. If problems cannot be resolved in this manner, see E, *Grievance Procedure* under VII. TERMINATIONS.

C. Supervisors

Supervisors welcome inquiries and suggestions from employees. The employee has the right to expect direction from a designated number of supervisors, thus avoiding conflicting directions.

D. Staff Rooms

A staff room shall be maintained for the use of employees only. Employees who avail themselves of the facilities are responsible for maintaining the general cleanliness of the room. Staff rooms shall not be available to the public, nor shall they be used for library business.

E. Professional Attitudes and Conduct

It is expected that the conduct of the staff members toward the public and each other will reflect favorable on the image of the library.

F. Special Responsibilities

Each employee is responsible for providing the personnel office and supervisor with current address, telephone number, and an emergency contact. The staff member is also responsible for all keys and/or other equipment given in trust and the return of same upon termination of employment.

G. Staff Association

Members of the staff are invited to join the staff association which is organized to further the library profession, to advance the library and its influence in the community, to stimulate interest in reading and to promote the mutual understanding and welfare of the staff.

The staff association sponsors professional and educational meetings and activities; it may send a representative to regular meetings of the library board.

The staff association may represent its members in a grievance procedure.

The staff association is affiliated with the Staff Organizations Round Table of the American Library Association and the Ohio Library Association.

VIII. WORKING CONDITIONS*

IX. WELFARE AND ECONOMIC BENEFITS*

RECOMMENDATIONS FOR MINIMUM BASIC WORKING CONDITIONS AND FRINGE BENEFITS FOR PUBLIC LIBRARY EMPLOYEES

I. INTRODUCTION

Under the provisions of the Ohio Revised Code, public library boards have wide powers. Libraries may wish to refer to the appropriate sections of the code for additional guidelines affecting public employees. This OLA recommendation should be considered a minimum for adoption by library boards.

II. WORKING CONDITIONS

A. Hours of Work

Professional, clerical and maintenance staff shall not work more than 40 hours on a four- or five-day per week schedule. Participation of staff in professional activities shall be encouraged, and a reasonable amount of time and expense reimbursement for such activities shall be allowed.

B. Overtime

Overtime work must be approved in advance by the immediate supervisor. Reimbursement for such overtime shall be paid at 1½ time.

C. Vacation

Annual vacation shall be allowed as follows: Professional staff—22 working days; Clerical and Maintenance staff—10 working days and one additional day (up to 12 additional days) for each year after the fifth vacation year. Vacations for part-time staff working one-half time or more shall be computed on a pro-rata basis. No vacation shall be allowed for part-time pages or other occasional hourly employees.

D. Paid Legal Holidays

Nine legal holidays are allowed — New Years Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Columbus Day, Thanksgiving and Christmas as designated by Federal and State Law. Other holidays may be designated because of accepted practice in the local community.

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* See Ohio Library Association's "Recommendations for Minimum Basic Working Conditions and Fringe Benefits for Ohio Public Library Employees."

E. Sick Leave

Full-time staff shall earn 1.25 days sick leave per month, to accumulate to a total of 120 days; part-time staff working half-time or more shall earn sick leave on a pro-rata basis; part-time pages and other occasional hourly employees do not earn sick leave.

Emergency leave with pay shall be granted to a staff member in the case of serious illness, injury, or death of a member of his immediate family or household. The amount should depend upon circumstances but normally would not exceed three days.

Maternity leave with pay should be granted up to the amount of sick leave and/or other earned time accumulated, with any additional leave to be granted without pay within limitations prescribed by the governing board of the organization.

F. Leave of Absence

Leaves of absence without pay are subject to board approval.

G. Other Time Off

By law staff must be permitted time off for selective military service and jury duty either with or without pay at the discretion of the Board.

III. WELFARE AND ECONOMIC BENEFITS

A. Insurance

Employees shall have the opportunity to participate in a group hospital and major medical insurance plan with the library contributing at least a portion of the cost for the individual.

B. Pension

By law all eligible employees must be members of the Public Employees Retirement System of Ohio.

Approved by the Ohio Library Association Board of Directors, June 7, 1974.

MODEL PERSONNEL POLICY FOR GOVERNMENTAL LIBRARIES: A GUIDELINE

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MRS. EDITH WOODWARD, Columbus, *Chairperson*
ANITA POPE, Columbus
MRS. DIANE JOSEPH, COLUMBUS

PERSONNEL GUIDELINES FOR GOVERNMENTAL LIBRARIES

1. In general the personnel policy for government librarians will be controlled by the agency and the policy will be the same for all salaried employees of the organization.
2. A government librarian working in a government library is treated as a government employee, and as such, enjoys the same benefits as everyone else in the agency in which he is employed.
3. A government librarian is a part of the research and development team. He sits in on preliminary planning in order to obtain an exact picture of the information needs of the agency or members of specific departments.
4. The government librarian participates in such decisions as the size, qualifications and selection of both professional and supportive staff.
5. The government librarian also participates in decision making concerning facilities and equipment for the library.
6. The government librarian participates in budget planning and decisions affecting the library.
7. The employer shall strive to maintain a staff of such size that the supportive staff is responsible for the management of the clerical and routine operations, thus freeing the librarians to work in their area of specialization.

RECOMMENDATIONS FOR MINIMUM BASIC WORKING CONDITIONS AND FRINGE BENEFITS FOR GOVERNMENTAL LIBRARY EMPLOYEES

I. INTRODUCTION

The basic personnel policy for librarians in governmental libraries is set by the civil service laws and regulations governing all salaried employees of the governmental agency (federal, state, or local) under which the library is organized. It is assumed that librarians will receive the same benefits as other professional employees within the organization. It is recommended that the provisions listed below be considered as basic to the profession. In the interest of maintaining high professional standards, the employer is urged to maintain a clerical supportive staff of such size that the librarians are freed from routine operations to work in their area of specialization.

II. WORKING CONDITIONS

A. Hours of Work

Library staff shall work no more than 40 hours nor more than five days per week. When emergencies require overtime, it should be paid at 1½ time or with compensatory time.

B. Holidays

A total of 6-10 paid holidays shall be allowed, depending upon the laws under which the governmental unit operates. Holidays falling on the employee's regular day off shall be taken on the day preceding or following. Those falling on Saturday or Sunday shall be observed as provided in the civil service laws.

C. Vacations

Eligibility for paid vacation shall be determined by the civil service laws governing all salaried employees of the organization, and vary between state, local, and federal libraries. It is recommended that after 90 days of service, earned vacation leave (with pay) be granted at no less than the following:

Length of Service	*Vacation Earned Per Year*
Under 90 days	none
90 days - 7 years	80 hours - 104 hours
8 - 14 years	104 hours - 120 hours
15 - 24 years	160 hours
25 years or more	200 hours - 210 hours

Vacations must normally be taken within the vacation year in which it is earned. Deviations from this must be approved by the head librarian and by the appropriate personnel officer. Employees shall forfeit their right to take or to be paid for any vacation leave to their credit which is in excess of the accrual for three years. Upon separation from government service, an employee shall be entitled to compensation at his current rate of pay for all lawfully accrued and unused vacation leave to his credit, up to three years accrual.

D. Sick Leave

Short-term disability (sick leave) shall be granted and accumulated as stated in the civil service laws with full payment for the period of eligibility, and shall accrue at a rate of 1¼ days per month.

Sick leave may be used, upon approval of the responsible administrative officer of the governmental unit, for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to other employees, and to illness, injury, or death in the employee's immediate family. Unused sick leave shall be cumulative without limit.

Maternity leave with pay should be granted up to the amount of sick leave and/or other earned time accumulated, with any additional leave to be granted without pay within limitations prescribed by the civil service laws governing the organization.

E. Other Time Off

By law, staff must be permitted time off for selective military service and jury duty either with or without pay at the discretion of the organization.

III. WELFARE AND ECONOMIC BENEFITS

A. Insurance

All governmental library employees should have the opportunity to participate in a group hospital, medical, and major medical insurance coverage plan with at least a portion of the cost paid by the governmental agency of which the library is a part.

Some type of life insurance should be offered to all employees.

B. Pension

By law, all state and local government employees must be members of the Public Employees Retirement System of Ohio. Federal Employees are covered by a federal employees retirement system. Survivor benefits should be available to all employees. All public employees should have medicare benefits and group hospital insurance available to them upon retirement.

C. Expenses

Time and expenses shall be paid for attendance at meetings, seminars, and training sessions, within limitation of the budget.

Approved by the Ohio Library Association Board of Directors, February 7, 1975.

MODEL PERSONNEL POLICY FOR SCHOOL LIBRARY MEDIA CENTERS: A GUIDELINE

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B. Pension

ANNABELLE J. LIBBY, Shaker Heights, *Chairperson*
AUDREY Y. EVANS, Worthington
MARIA B. OVERHOLT, Piqua
BEVERLY J. SMITH, Canton

PERSONNEL GUIDELINES FOR SCHOOL LIBRARY/MEDIA SPECIALIST

The school library media specialist has a dual role. One is that of faculty member with concern for the entire educational process. The other is that of the library media specialist with responsibility for media services to undergird the educational effort. School library media specialists must meet educational requirements for certification which are equivant and frequently in excess of those required for classroom teachers at the same level. Their specialized training is multi-faceted, as are their job requirements. They may be generalists with training in many aspects of media or may be specialists in specific areas. All have in common that, as professionals in school library media service, certification is the first condition for employment.

Certificated school library media personnel have the same rights, benefits and privileges as other certificated personnel. These include salary according to schedule with extended pay at full professional rate for time beyond the contracted amount, sick leave, personal ave, professional leave, medical and other benefits.

Certificated school library media personnel have the responsibility for the planning and administration of media services to students, teachers and administrators.

Certificated school library media personnel, as members of the faculty, participate in curriculum planning and implementation and in other aspects of the educational program.

Certificated school library media personnel participate in such decisions as the number and qualifications of the media staff; the selection of supportive staff, both professional and clerical; the development or revision of job descriptions to insure inclusion of appropriate competencies.

Certificated school library personnel participate in decision-making concerning facilities, equipment and other arrangements with which they are expected to work.

Certificated school library media personnel participate in all budget planning and decisions which affect the media program.
Certificated school library media personnel are evaluated by an instrument which will assess their competence in media specialist skills as well as their performance as members of the total educational staff.

Approved by the Ohio Association of School Librarians, May 6, 1974.

RECOMMENDATIONS FOR MINIMUM BASIC WORKING CONDITIONS AND FRINGE BENEFITS FOR SCHOOL LIBRARY/MEDIA EMPLOYEES

I. INTRODUCTION

Local boards of education determine policy governing all employees of their school systems. The professional library staff in schools should have the rank and privileges of the teaching staff of the system.

II. WORKING CONDITIONS

A. Hours of Work

Professional staff shall work a seven-hour day five days per week. Supportive staff work a five-day week not to exceed 40 hours. Overtime work should be approved by the immediate supervisor, and staff so working must be based at the rate of 1½ time.

B. Holidays and Vacations

All school library employees are under contract to work according to the school calendar adopted annually by the system. Holidays and vacation closings of the schools will be designated therein.

C. Sick Leave

State law sets the minimum on sick leave accumulation at 120 days for school employees. At the rate of 15 days per year coverage, boards can provide 120 or more as the maximum accumulation.

Maternity leave with pay should be granted up to the amount of sick leave and/or other earned time accumulated, with any additional leave to be granted without pay within limitations prescribed by the governing board of the organization.

D. Personal Leave

School library personnel may be paid for personal leave as provided in their contracts. This leave may be of two types — Type R, which is restricted to a limited list of reasons as designated by the school board, or Type U, which is unrestricted and may be for any reason.

E. Other Time Off

By law staff must be permitted time off for selective military service and jury duty either with or without pay at the discretion of the Board (or organization).

III. WELFARE AND ECONOMIC BENEFITS

A. Insurance

All school employees should have the opportunity to participate in a group hospital, medical, and major medical insurance coverage plan with at least a portion of the cost paid by the board of education.

B. Pension

All eligible professional staff must be members of the State Teachers Retirement System of Ohio. All eligible supportive staff must be members of the School Employees Retirement System of Ohio.

Approved by the Ohio Library Association Board of Directors, June 7, 1974.

MODEL PERSONNEL POLICY FOR SPECIAL LIBRARIES
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D. Other Benefits

JANE ALLEN, Cincinnati, Ohio

PERSONNEL GUIDELINES FOR SPECIAL LIBRARIES

In general the personnel policy for special librarians will be controlled by the parent company and the policy will be the same for all salaried employees of the organization.

A special librarian working a company library is treated as a company employee and as such enjoys the same benefits as everyone else in the company.

A special librarian is a part of the research and development team. He sits in on preliminary planning in order to obtain an exact picture of the information needs of the organization or members of specific departments.

The special librarian participates in such decisions as the number and qualifications of the special staff; the selection of supportive staff, both professional and clerical.

The special librarian also participates in decision-making concerning facilities and equipment for the library.

The special librarian participates in budget planning and decisions affecting the library.

The employer shall strive to maintain a staff of such a size that the supportive staff is responsible for the management of the clerical and routine operations thus freeing the professional librarians to work in their area of specialization.

RECOMMENDATIONS FOR MINIMUM BASIC WORKING CONDITIONS AND FRINGE BENEFITS FOR SPECIAL LIBRARY EMPLOYEES

I. INTRODUCTION

In general, the personnel policy for librarians will be set by the organization and will be the same for all salaried employees. However, in the interest of maintaining high professional standards, it is recommended that employers note the provisions here listed as basic within the library profession. It is further suggested that employers strive to maintain a staff of such size as to permit the professional library personnel to work in their area of expertise with supportive staff to perform clerical and routine operations.

II. WORKING CONDITIONS

A. Hours of Work

Library staff shall work no more than 40 hours nor more than five days per week. When emergencies require overtime, it should be paid at 1½ time for non-supervisory staff and with compensatory time for professional staff.

B. Holidays

A total of 5-9 paid legal holidays shall be allowed depending on organization policy. Holidays falling on the employee's regular day off shall be taken on the day preceding or following. Those falling on Saturday or Sunday shall be observed as provided in the employer's holiday policy.

C. Vacations

Eligibility for vacation shall be determined by the policy for all salaried employees of the organization. Professional librarians after one full year of service, should receive at least 20 working days paid leave. Supportive library personnel should receive the same vacation as other comparable employees of the organization. Part-time staff working half-time or more should be given paid vacation on a pro-rata basis.

D. Sick Leave

Short-term disability (sick leave) shall be granted and accumulated as stated in the employer's policy with full payment for the initial period of eligibility, plus partial payment depending on years of service.

Maternity leave with pay should be granted up to the amount of sick leave and/or other earned time accumulated, with any additional leave to be granted without pay within limitations prescribed by the governing board of the organization.

E. Other Time Off

By law staff must be permitted time off for selective military service and jury duty either with or without pay at the discretion of the Board (or Organization).

III. WELFARE AND ECONOMIC BENEFITS

A. Insurance

Long-term disability shall begin after the short-term disability ends. Non-contributory benefits, which are a percentage of the employee's earnings, plus contributory benefits based on the percentage the employee pays, shall continue until recovery or retirement age. Monthly premiums for contributory benefits shall be the same for all employees of the organization.

Accident disability benefits shall become effective in the event an employee has an accident on the job. In addition, authorized medical expenses shall be paid in connection with injuries resulting from accidents on the job. Employees shall be eligible for coverage as soon as employed.

All disability benefits shall be adjusted from time to time for economic fluctuations.

All employees shall be covered by a medical care plan for the individual and dependents. A major medical plan shall be available, also, with premiums paid by the employee or by the organization. A prescription drug plan shall be provided whereby employees may purchase drugs for only a small percentage of usual cost.

Survivor benefits may vary with the organization. Some type of life insurance should be offered to all employees.

B. Pension

All employees shall be members of the organization's retirement plan. After a stated period of time, they shall also be able to participate in non-contributory and supplementary contributory pension plans. Pensions for early retirement shall be the same for all employees. Optional plans shall be available which provide for the payment of a survivor pension to spouse or parent upon the death of the retired employee. Hospital, medical, surgical, and life insurance plans shall continue after retirement.

C. Expenses

Time and expenses shall be paid for attendance at meetings, seminars, and training sessions, within limitations of the budget. Dues will be paid for professional staff memberships in at least one professional association.

D. Other Benefits

Depending upon the size and type of organization, some or all of the following benefits may be available:

Blood donor program, Employee discounts, Matching gifts plan, Profit bonus plan, Relocation benefits, Thrift plan, Tuition plan.

Approved by the Ohio Library Association Board of Directors, June 7, 1974.

APPENDIX—A

AN EXAMPLE OF A GRIEVANCE PROCEDURE FOR A LIBRARY WITH A STAFF ASSOCIATION:

Any employee with a grievance must discuss it fully with the immediate supervisor. Should they not reach an accord on the matter, a second meeting should be called by the supervisor within two weeks from the time of the complaint — this meeting to involve the Director, the supervisor, and the employee. Should no accord be possible, the employee must make a written statement of the problem.

a. The grievance shall be submitted in writing to the grievance committee of the staff association. When possible, the grievance shall be resolved within this committee. A solution or referral must be reached within two weeks.

b. The case may then be taken formally, in writing, to the designated personnel officer by the grievance committee or the employee. A solution or referral must be reached within two weeks.

c. The case may then be presented to the Director of the library, in writing, by either the grievance committee or the employee. A solution must be reached within two weeks.

d. If it proves necessary, the grievance committee or the employee may present the case to the staff association executive council at its next meeting, at which time the administration shall be present to discuss the issue and make an attempt to resolve it.

e. If no solution has been found by the preceding means, the final recourse is to the Board of Trustees.

APPENDIX—B

GRIEVANCE ASSISTANCE REPORT APPROVED BY OLA BOARD OF DIRECTORS

The OLA Grievance Assistance report prepared by that Committee and presented to the OLA Board of Directors by Rita Hirshman, Ohio State University, was approved for use June 7, 1974.

The following is a suggested guide to seek assistance and solutions when a grievance arises.

1. Determine the specific nature of the complaint. Is it a case of job discrimination, unfair employment practices, lack of due process, unethical behavior, tenure, academic status, intellectual freedom, etc.
2. How does the complaint relate to your current status and those actions or events upon which the complaint is based.
   a. Consider the environment in which the problem occurred, the principal person and/or groups involved, the issues around which the problem arose, and the library materials, if any, involved.
   b. A chronology of events pertinent to this problem and other previous relevant controversies in which you were involved will be helpful. Additional information such as extra-legal pressures, etc., is also valuable.
   c. Pertinent documents, such as copies of any complaints regarding library materials, local employment rules and regulations, laws, personnel manual, job description, warning notices and correspondence would be gathered together.
3. Decide what would be a satisfactory resolution of the problem from your point of view.
4. Utilize the local grievance procedures or request a hearing by the local grievance committee.
5. Legal counsel and representation may be desirable.
6. Failing resolution by the local grievance procedures, request assistance from: Staff Associations, Local Unions, American Library Association, Ohio Education Association, Ohio Association for Higher Education, American Federation of Teachers, American Association of University Professors, American Civil Liberties Union, Ohio Civil Rights Commission, State Library Consultant Staff, and/or others.

The OLA Executive Director will offer suggestions or referrals insofar as possible.

APPENDIX—C

SECURITY OF EMPLOYMENT IN LIBRARIES A STATEMENT OF POLICY OF THE AMERICAN LIBRARY ASSOCIATION

Libraries exist for the common good: They collect, organize, and disseminate the graphic records of man's past actions, present concerns, and future aspirations. Libraries operating under the policies set forth in the *Library Bill of Rights*[1] support the continuing development of an informed citizenry by enabling all persons to educate themselves and thereby participate responsibly in the decisions affecting their lives and society as a whole.

If the needs of all library users and of society in general are to be satisfied, librarians must be provided with security of employment. Security of employment enables a librarian to work responsibly without fear of interference or of arbitrary or unjust dismissal. Security of employment encourages a librarian to make professional decisions for the common good without fear of reprisal. Security of employment provides a sufficient degree of economic security to make the profession of librarianship attractive to men and women of ability. Security of employment protects a librarian against dismissal for carrying out the principles of the *Library Bill of Rights.*

Security of employment means that, following the satisfactory completion of a probationary period, the employment of a librarian under permanent appointment[2] carries with it an institutional commitment to continuous employment. Professional competence, in accordance with the aims and objecties of librarianship and the official policies of the library's governing board, should be the criteria for acceptable performance for a librarian with permanent appointment, who shall not be terminated without adequate cause, and then only after being ccorded due process.

Interprettion of this policy on security of employment in libraries should include the following:

1. The precise terms and conditions of every appointment should be stated in writing and should include a clear statement of the institution's practice in regard to probation, security of employment, and retirement. This statement should be in the possession of both the institution and the prospective employee before the appointment is made.
2. Adequate cause is limited to: demonstrable incompetence; mental or physical incapacity; willful neglect of duties; mandatory retirement; bona fide financial exigency.
3. Due process includes at least the following: statements of charges followed by opportunity for a fair hearing; the right of counsel if desired; the right to present evidence and to cross examine; a decision based on the record of the hearing; the right to appeal a dismissal judgment.

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[1] Library Bill of Rights. Adopted June 1948. Amended February 1961 and June 1967 by ALA Council.

[2] Permanent appointment in different types of libraries is variously called tenure, continuous appointment, career service, regular contract, etc.

4. Permanent employment status shall not preclude evaluation of performance at regular intervals according to applicable institutional policies and procedures.
5. Permanent employment status shall not preclude realignment of responsibilities within the library to meet changing needs of the institution, provided that such realignment is done according to applicable institutional policies and practices, and provided further that such realignment does not result in reduction in rank (if any held) or salary.

Approved by the Ohio Library Association Board of Directors, February 7, 1975.